



Minutes - Approved

Public Records Board
Records Management Committee

Tuesday, August 4, 2020; 1:00
Teleconference

Committee Members Present: Abbie Norderhaug and Erin Scharlau
Committee Member Excused: Paul Ferguson

- 1) Call to order:** 1:01 PM. Kathryn Egeland, PRB Support Staff, noted that Paul Ferguson was excused. He provided his feedback to Kathryn prior to the meeting so it can be included in the discussion during the review of RDAs under agenda item 3.
- 2) Approval of May 19, 2020, Minutes:**

Erin Scharlau moved, seconded by Abbie Norderhaug, that the minutes from May 19, 2020, be approved as submitted. The motion passed.

Member	Aye	No	Abstain
Abbie Norderhaug	X		
Erin Scharlau	X		

- 3) Review of Records Retention Disposition Authorizations (RDAs) on the Third Quarter 2020 Public Records Board (PRB) Record Series Index:**

There was discussion on the RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.

Meeting adjourned at 2:50 PM. Motion made by Erin Scharlau, seconded by Abbie Norderhaug. The motion passed.

Member	Aye	No	Abstain
Abbie Norderhaug	X		
Erin Scharlau	X		

Next meeting: October 27, 2020.